

Business - COE

BUSINESS

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Business - COE

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Workforce Degrees and Certificates

Accounting

ACCOUNTING

Associate of Applied Science

FIRST YEAR

First Semester - Fall

			SCH
EDUC	1300	Learning Framework	3
ACCT	2301	Principles of Financial Accounting	3
XXXX	#3##	Math/Natural Science Elective	3
ENGL	1301	Composition I	3
XXXX	#3## ²	Computer Applications Elective	3
Semester Total			15

Second Semester - Spring

ACNT	2331	Internal Control & Auditing OR	
ACNT	1313	Computerized Accounting Applications	3
ACNT	1331	Federal Income Tax: Individual	3
ACCT	2302	Principles of Managerial Accounting	3
ACNT	1382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
Semester Total			15

SECOND YEAR

First Semester - Fall

			SCH
ACNT	2303	Intermediate Accounting I	3
ITSW	2334	Advanced Spreadsheets OR	
POFI	1349	Spreadsheets	3
ACNT	1347	Federal Income Tax for Partnerships & Corporations	3
PSYC	2301	General Psychology	3
ACNT	2382	Cooperative Education-Accounting Technology/Technician & Bookkeeping	3
Semester Total			15

Second Semester - Spring

BMGT	1327	Principles of Management	3
ECON	2301	Principles of Macroeconomics	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
BUSG	2305	Business Law/Contracts	3
ACNT	2304	Intermediate Accounting II (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

² Computer applications electives: ITSC 1309, POFI 1301, or BCIS 1305.

Workforce Degrees and Certificates

ACCOUNTING

Certificate - Level I

First Semester - Fall			SCH
ACNT	1313	Computerized Accounting Applications	3
ACNT	1331	Federal Income Tax: Individual	3
ACCT	2301	Principles of Financial Accounting	3
XXXX	#3## ¹	Computer Applications Elective	3
Semester Total			12
Second Semester - Spring			
ACCT	2302	Principles of Managerial Accounting	3
ACNT	2331	Internal Control & Auditing	3
ACNT	1347	Federal Income Tax for Partnerships & Corporations	3
ACNT	1382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
Semester Total			12
Third Semester - Summer			
ITSW	2334	Advanced Spreadsheets	3
ACNT	2382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
ACNT	2303	Intermediate Accounting I (Capstone)	3
ACNT	2309	Cost Accounting OR	
ACNT	1392	Special Topics in Accounting: Small Business Accounting	3
Semester Total			12
Total Minimum Credits for the Level 1 Certificate			36

Workforce Degrees and Certificates

ACCOUNTING - PAYROLL SPECIALIST

Certificate - Level 1

First Semester - Fall			SCH
ACNT	1303	Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting (Capstone)	3
POFI	1301	Computer Applications I OR	
ITSC	1309	Integrated Software Applications I	3
POFI	1349	Spreadsheets OR	
ITSW	2334	Advanced Spreadsheets	3
ACNT	1313	Computerized Accounting Applications	3
Total Minimum Credits for the Level 1 Certificate			15

Workforce Degrees and Certificates

ACCOUNTING - FORENSIC ACCOUNTING & FRAUD EXAMINATION

Enhanced Skills Certificate

First Semester - Fall			SCH
ACNT	1305	Forensic Accounting	3
ACNT	1335	Accounting Ethics	3
ACNT	2330	Governmental & Not-for-Profit Accounting	3
ACNT	1391	Special Topics in Accounting: Fraud Examination	3
Total Minimum Credits for the Enhanced Skills Certificate			12

Workforce Degrees and Certificates

Banking/Finance

BANKING/FINANCE

Associate of Applied Science

FIRST YEAR

First Semester - Fall

			SCH
EDUC	1300	Learning Framework	3
ACCT	2301	Principles of Financial Accounting	3
BNKG	1303	Principles of Bank Operation	3
BNKG	1351	Selling Bank/Financial Products & Services	3
BNKG	1340	Money & Financial Markets	3
Semester Total			15

Second Semester - Spring

BNKG	1356	Analyzing Financial Statements	3
IBUS	2339	International Banking & Trade Finance	3
BUSG	1301	Introduction to Business	3
BNKG	1345	Consumer Lending	3
BNKG	1380	Cooperative Education - Banking & Financial Support Services	3
Semester Total			15

SECOND YEAR

First Semester - Fall

			SCH
BNKG	1343	Law & Banking	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
BUSG	1303	Principles of Finance	3
BMGT	1327	Principles of Management	3
XXXX	#3## ¹	Math/Natural Science Elective	3
Semester Total			15

Second Semester - Spring

XXXX	#3## ¹	Social/Behavioral Sciences Elective	3
ECON	2302	Principles of Microeconomics	3
BNKG	2374	Financial Business Administration (Capstone)	3
ENGL	1301	Composition I	3
BNKG	2381	Cooperative Education - Banking & Financial Support Services	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BANKING/FINANCE - FINANCIAL LENDING

Certificate - Level 1

First Semester - Fall			SCH
BNKG	1303	Principles of Bank Operation	3
BNKG	1351	Selling Bank/Financial Products & Services	3
BNKG	1340	Money & Financial Markets	3
HRPO	1311	Human Relations	3
Semester Total			12
Second Semester - Spring			
BNKG	1356	Analyzing Financial Statements	3
IBUS	2339	International Banking & Trade Finance	3
BNKG	1345	Consumer Lending	3
BNKG	1349	Commercial Lending	3
BNKG	2380	Cooperative Education - Banking & Financial Support Services (Capstone)	3
Semester Total			15
Total Minimum Credits for the Level 1 Certificate			27

Workforce Degrees and Certificates

BANKING/FINANCE - FINANCIAL OPERATIONS

Certificate - Level 1

First Semester - Fall			SCH
BNKG	1303	Principles of Bank Operation	3
BNKG	1351	Selling Bank/Financial Products & Services	3
BNKG	1340	Money & Financial Markets	3
HRPO	1311	Human Relations	3
Semester Total			12
Second Semester - Spring			
BUSG	1303	Principles of Finance	3
ETWR	1302 ¹	Introduction to Technical Writing	3
BNKG	1380	Cooperative Education - Banking & Financial Support Services (Capstone)	3
Semester Total			9
Total Minimum Credits for the Level 1 Certificate			21

¹ ENGL 1301 is required for the Banking/Finance AAS Degree.

Workforce Degrees and Certificates

BANKING/FINANCE - TELLER TRAINING

Occupational Skills Award

First Semester - Fall			SCH
BNKG	1305	Teller Training	3
BNKG	1373	Teller Training Lab	3
BNKG	1351	Selling Bank/Financial Products & Services	3
Total Minimum Credits for the Occupational Skills Award			9

Academic Degrees and Certificates

Associate of Arts in BUSINESS

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
ECON	2301	Principles of Macroeconomics	3
BCIS	1305	Business Computer Applications	3
XXXX	#3## ¹	Life & Physical Sciences Elective	3
Semester Total			15

Second Semester - Spring

ACCT	2301	Principles of Financial Accounting	3
HIST	#3## ¹	American History Elective	3
MATH	1324	Mathematics for Business & Social Sciences	3
ENGL	1302	Composition II	3
GOVT	2305	Federal Government	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
ACCT	2302	Principles of Managerial Accounting	3
HIST	#3## ¹	American History Elective	3
ECON	2302	Principles of Microeconomics	3
MATH	1325	Calculus for Business & Social Sciences	3
PHIL	2306	Introduction to Ethics	3
Semester Total			15

Second Semester - Spring

XXXX	#3## ¹	Life & Physical Sciences Elective	3
GOVT	2306	Texas Government	3
XXXX	#3## ¹	Creative Arts Elective	3
PSYC	2301	General Psychology OR	
SOCI	1301	Introduction to Sociology	3
SPCH	1315	Public Speaking OR	
SPCH	1321	Business & Professional Communication	3
Semester Total			15

Total Minimum Credits for the AA Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

Business Management

BUSINESS MANAGEMENT - GENERAL BUSINESS

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
BUSG	1301	Introduction to Business OR	
BUSI	1301	Business Principles	3
MATH	1324	Mathematics for Business & Social Sciences OR	
MATH	1314	College Algebra	3
BMGT	1327	Principles of Management	3
Semester Total			15

Second Semester - Spring

BMGT	1301	Supervision	3
HRPO	1311	Human Relations	3
MRKG	1311	Principles of Marketing	3
BUSG	1370	Personal Financial Planning	3
BMGT	1341	Business Ethics	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
ACNT	1303	Introduction to Accounting I OR	
ACCT	2301	Principles of Financial Accounting	3
ECON	2302	Principles of Microeconomics	3
BUSI	2301	Business Law I OR	
BUSG	2305	Business Law/Contracts	3
BCIS	1305	Business Computer Applications	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
Semester Total			15

Second Semester - Spring

HRPO	2301	Human Resources Management	3
HRPO	2307	Organizational Behavior	3
XXXX	#3## ¹	General Education Elective	3
BUSG	2380	Cooperative Education - Business/Commerce, General	3
BUSG	2309	Small Business Management/Entrepreneurship (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS MANAGEMENT - GENERAL BUSINESS

Certificate - Level 1

First Semester - Fall			SCH
ETW	1302	Introduction to Technical Writing OR	
ENGL	1301	Composition I	3
BUSG	1301	Introduction to Business OR	
BUSI	1301	Business Principles	3
BUSG	1370	Personal Financial Planning	3
BMGT	1327	Principles of Management	3
Semester Total			12
Second Semester - Spring			
BMGT	1301	Supervision	3
HRPO	1311	Human Relations	3
BUSG	2305	Business Law/Contracts OR	
BUSI	2301	Business Law I	3
HRPO	2307	Organizational Behavior OR	
BMGT	1341	Business Ethics	3
BUSG	1380	Cooperative Education - Business/Commerce, General (Capstone)	3
Semester Total			15
Total Minimum Credits for the Level 1 Certificate			27

¹ ETWR 1302 does not count toward the AAS degree in Business Management.

Workforce Degrees and Certificates

BUSINESS MANAGEMENT - ENTREPRENEURSHIP

Certificate - Level 1

First Semester - Fall

			SCH
ETWR	1302	Introduction to Technical Writing	3
BUSG	1370	Personal Financial Planning	3
BUSG	1301	Introduction to Business OR	
BUSI	1301	Business Principles	3
BUSG	1307	Entrepreneurship & Economic Development	3
Semester Total			12

Second Semester - Spring

BUSG	2309	Small Business Management/Entrepreneurship	3
BUSG	2305	Business Law/Contracts OR	
BUSI	2301	Business Law I	3
ACNT	1303	Introduction to Accounting I OR	
ACCT	2301	Principles of Financial Accounting	3
MRKG	1311	Principles of Marketing OR	
MRKG	2312	e-Commerce Marketing	3
BUSG	1380	Cooperative Education - Business/Commerce, General	3
Semester Total			15

Total Minimum Credits for the Level 1 Certificate **27**

Workforce Degrees and Certificates

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
BUSG	1301	Introduction to Business OR	
BUSI	1301	Business Principles	3
HRPO	1305	Management & Labor Relations	3
BMGT	1327	Principles of Management	3
Semester Total			15

Second Semester - Spring

HRPO	1302	Human Resources Training & Development	3
HRPO	1311	Human Relations	3
MATH	1314	College Algebra OR	
MATH	1324	Mathematics for Business & Social Sciences	3
BMGT	1301	Supervision	3
ACNT	1303	Introduction to Accounting I OR	
ACCT	2301	Principles of Financial Accounting	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
HRPO	2306	Benefits & Compensation	3
HRPO	2307	Organizational Behavior OR	3
BMGT	1341	Business Ethics	3
BUSI	2301	Business Law I OR	
BUSG	2305	Business Law/Contracts	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
BCIS	1305	Business Computer Applications	3
Semester Total			15

Second Semester - Spring

ECON	2302	Principles of Microeconomics	3
XXXX	#3## ¹	General Education Elective	3
HRPO	2303	Employment Practices	3
HRPO	2301	Human Resources Management (Capstone)	3
BUSG	2380	Cooperative Education - Business/Commerce, General	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

Certificate - Level 1

First Semester - Fall

			SCH
ETWR	1302	Introduction to Technical Writing	3
BUSG	1301	Introduction to Business OR	
BUSI	1301	Business Principles	3
HRPO	1305	Management & Labor Relations	3
HRPO	1302	Human Resources Training & Development	3
Semester Total			12

Second Semester - Spring

HRPO	2301	Human Resources Management	3
HRPO	2306	Benefits & Compensation	3
HRPO	2307	Organizational Behavior OR	
BMGT	1341	Business Ethics	3
BUSI	2301	Business Law I OR	
BUSG	2305	Business Law/Contracts	3
BUSG	1380	Cooperative Education - Business/Commerce, General (Capstone)	3
Semester Total			15

Total Minimum Credits for the Level 1 Certificate 27

Workforce Degrees and Certificates

BUSINESS MANAGEMENT - INSURANCE SPECIALIST/ASSOCIATE

Certificate - Level 1

First Semester - Fall			SCH
BUSG	1301	Introduction to Business	3
INSR	1205	Personal Insurance	2
INSR	1209	Principles of Insurance	2
INSR	1301	Commercial Insurance	3
INSR	2340	Multiline Insurance Sales & Marketing	3
INSR	1217	Insurance Customer Service Representative	2
INSR	1117	Special Topics in Insurance: Insurance Customer Service Representative	1
Total Minimum Credits for the Level 1 Certificate			16

Workforce Degrees and Certificates

Business Technology

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1370	Introduction to Office Technology	3
POFT	1325	Business Math Using Technology	3
Semester Total			15

Second Semester - Spring

ENGL	1301	Composition I	3
POFT	1319	Records & Information Management I	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
POFT	2301	Intermediate Keyboarding	3
POFI	1341	Computer Applications II	3
Semester Total			15

SECOND YEAR

First Semester - Fall

POFT	1345	Shorthand/Notetaking I	3
BMGT	1370	Introduction to HR/PeopleSoft Applications	3
BMGT	1325	Office Management	3
POFI	1349	Spreadsheets	3
POFT	1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
Semester Total			15

Second Semester - Spring

POFT	2331	Administrative Project Solutions (Capstone)	3
POFT	2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
XXXX	#3## ¹	Math/Natural Science Elective	3
PSYC	2301	General Psychology	3
ECON	1301	Introduction to Economics	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION

Certificate - Level 1

First Semester - Fall			SCH
POFI	1301	Computer Applications I	3
POFT	1325	Business Math Using Technology	3
POFT	1329	Beginning Keyboarding	3
Semester Total			12
Second Semester - Spring			
POFT	1319	Records & Information Management I	3
POFI	1341	Computer Applications II	3
POFT	1370	Introduction to Office Technology	3
POFT	2301	Intermediate Keyboarding (Capstone)	3
Semester Total			12
Total Minimum Credits for the Level 1 Certificate			12

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - HUMAN RESOURCES/PEOPLESOFT SPECIALIZATION

Certificate - Level 1

First Semester - Fall

			SCH
POFI	1301	Computer Applications I	3
BMGT	1370	Introduction to HR/PeopleSoft Applications	3
POFT	1329	Beginning Keyboarding	3
Semester Total			9

Second Semester - Spring

POFI	1341	Computer Applications II	3
BMGT	1371	Intermediate HR/PeopleSoft Applications	3
BMGT	2305	Advanced Communications in Management	3
Semester Total			9

Third Semester - Summer

BMGT	2331	Principles of Quality Management	3
BMGT	2310	Financial Management	3
POFT	2331	Administrative Project Solutions (Capstone)	3
Semester Total			9

Total Minimum Credits for the Level 1 Certificate **27**

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
POFI	1301	Computer Applications I	3
POFL	1305	Legal Terminology	3
POFT	1345	Shorthand/Notetaking I	3
POFT	1329	Beginning Keyboarding	3
Semester Total			15

Second Semester - Spring

POFT	2301	Intermediate Keyboarding	3
POFL	2305	Introduction to Legal Research	3
POFT	1319	Records & Information Management I	3
POFT	1370	Introduction to Office Technology	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
ENGL	1301	Composition I	3
POFT	1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
POFL	1359	Legal Transcription	3
BMGT	1325	Office Management	3
ECON	1301	Introduction to Economics	3
Semester Total			15

Second Semester - Spring

POFT	2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
PSYC	2301	General Psychology	3
XXXX	#3## ¹	Math/Natural Science Elective	3
BMGT	1370	Introduction to HR/PeopleSoft Applications	3
POFT	2331	Administrative Project Solutions (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION

Certificate - Level 1

First Semester - Fall			SCH
POFI	1301	Computer Applications I	3
POFL	1305	Legal Terminology	3
POFT	1345	Shorthand/Notetaking I	3
POFL	1359	Legal Transcription	3
Semester Total			12
Second Semester - Spring			
BMGT	1370	Introduction to HR/PeopleSoft Applications	3
POFL	2305	Introduction to Legal Research	3
POFT	2301	Intermediate Keyboarding (Capstone)	3
Semester Total			9
Total Minimum Credits for the Level 1 Certificate			21

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - MEDICAL CODING/TRANSCRIPTION SPECIALIST SPECIALIZATION

Certificate - Level 1

First Semester - Fall

			SCH
MDCA	1313	Medical Terminology	3
POFI	1301	Computer Applications I	3
POFT	2301	Intermediate Keyboarding	3
POFM	1300	Basic Medical Coding	3
Semester Total			12

Second Semester - Spring

MRMT	1307	Medical Transcription I	3
POFM	2333	Medical Document Production	3
POFT	2331	Administrative Project Solutions (Capstone)	3
Semester Total			9

Total Minimum Credits for the Level 1 Certificate **21**

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
POFI	1301	Computer Applications I	3
POFM	1300	Basic Medical Coding	3
POFT	1329	Beginning Keyboarding	3
MDCA	1313	Medical Terminology	3
Semester Total			15

Second Semester - Spring

MRMT	1307	Medical Transcription I	3
POFT	2301	Intermediate Keyboarding	3
POFM	2333	Medical Document Production	3
POFT	2331	Administrative Project Solutions (Capstone)	3
POFI	1341	Computer Applications II	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
POFT	1370	Introduction to Office Technology	3
POFT	1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
BMGT	1325	Office Management	3
POFT	1319	Records & Information Management I	3
PSYC	2301	General Psychology	3
Semester Total			15

Second Semester - Spring

ENGL	1301	Composition I	3
BIOL	1308	Biology for Non-Science Majors I (Lecture)	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
POFT	2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
ECON	1301	Introduction to Economics	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFI	1349	Spreadsheets	3
POFT	1325	Business Math Using Technology	3
Semester Total			15

Second Semester - Spring

POFI	1341	Computer Applications II	3
POFI	2331	Desktop Publishing	3
POFT	2301	Intermediate Keyboarding	3
POFT	1370	Introduction to Office Technology	3
BMGT	1325	Office Management	3
Semester Total			15

SECOND YEAR

First Semester - Fall

POFI	1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
ENGL	1301	Composition I	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
ECON	1301	Introduction to Economics	3
BMGT	1370	Introduction to HR/PeopleSoft Applications	3
Semester Total			15

Second Semester - Spring

BMGT	1371	Intermediate HR/PeopleSoft Applications	3
POFT	2331	Administrative Project Solutions (Capstone)	3
PSYC	2301	General Psychology	3
XXXX	#3## ¹	Math/Natural Science Elective	3
POFT	2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY

Certificate - Level 1

First Semester - Fall

			SCH
POFI	1301	Computer Applications I	3
POFI	1349	Spreadsheets	3
POFT	1329	Beginning Keyboarding	3
		Semester Total	9

Second Semester - Spring

POFI	1341	Computer Applications II	3
POFT	1325	Business Math Using Technology	3
POFI	2331	Desktop Publishing (Capstone)	3
		Semester Total	9

Total Minimum Credits for the Level 1 Certificate **18**

Workforce Degrees and Certificates

BUSINESS TECHNOLOGY - BILINGUAL

Certificate - Level 2

First Semester - Fall

			SCH
EDUC	1300	Learning Framework	3
POFI	1301	Computer Applications I	3
POFT	1370	Introduction to Office Technology	3
POFT	1329	Beginning Keyboarding	3
XXXX	1411 ¹	Beginning Foreign Language I	4
Semester Total			16

Second Semester - Spring

ENGL	1301	Composition I	3
POFI	1341	Computer Applications II	3
XXXX	1412 ¹	Beginning Foreign Language II	4
POFI	1349	Spreadsheets	3
POFT	1319	Records & Information Management I	3
Semester Total			16

Third Semester - Summer

BMGT	1325	Office Management	3
POFT	2331	Administrative Project Solutions (Capstone)	3
Semester Total			6

Total Minimum Credits for the Level 2 Certificate **38**

¹ Foreign language courses must be in the same language.

Workforce Degrees and Certificates

International Business

INTERNATIONAL BUSINESS

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
IBUS	1305	Introduction to International Business & Trade	3
IBUS	1354	International Marketing Management	3
BUSG	1301	Introduction to Business	3
Semester Total			15

Second Semester - Spring

IBUS	1301	Principles of Exports	3
IBUS	1300	Global Logistics Management	3
XXXX	#3## 1	General Education Elective	3
BUSG	1307	Entrepreneurship & Economic Development	3
IBUS	1341	Global Supply Chain Management	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
IBUS	2335	International Business Law	3
MATH	1324	Mathematics for Business & Social Sciences	3
IBUS	1370	Economic Geography	3
IBUS	1302	Principles of Imports	3
XXXX	#3## 1	Humanities/Fine Arts Elective	3
Semester Total			15

Second Semester - Spring

MRKG	2312	e-Commerce Marketing	3
IBUS	2339	International Banking & Trade Finance	3
IBUS	1191	Special Topics in International Business - Certified Global Business Professional Exam	1
ECON	2302	Principles of Microeconomics	3
IBUS	2280	Cooperative Education - International Business/Trade/Commerce OR	
IBUS	1291	Special Topics in International Business	2
IBUS	2341	Intercultural Management (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

INTERNATIONAL BUSINESS

Certificate - Level 1

SCH

First Semester - Fall

IBUS	1305	Introduction to International Business & Trade	3
IBUS	1354	International Marketing Management	3
IBUS	1301	Principles of Exports	3
IBUS	1341	Global Supply Chain Management	3
Semester Total			12

Second Semester - Spring

IBUS	2335	International Business Law	3
IBUS	1302	Principles of Imports	3
IBUS	1291	Special Topics in International Business	2
IBUS	2339	International Banking & Trade Finance	3
IBUS	1191	Special Topics in International Business - Certified Global Business Professional Exam (Capstone)	1
Semester Total			12

Total Minimum Credits for the Level 1 Certificate

24

Workforce Degrees and Certificates

INTERNATIONAL BUSINESS - CERTIFIED GLOBAL BUSINESS SPECIALIST

Occupational Skills Award

First Semester - Fall			SCH
IBUS	1305	Introduction to International Business & Trade	3
IBUS	1301	Principles of Exports	3
IBUS	1354	International Marketing Management	3
IBUS	1191	Special Topics in International Business - Certified Global Business Professional Exam	1
Total Minimum Credits for the Occupational Skills Award			10

Workforce Degrees and Certificates

Marketing

MARKETING - GENERAL

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
MRKG	1311	Principles of Marketing	3
HRPO	1311	Human Relations	3
IBUS	1354	International Marketing Management	3
Semester Total			15

Second Semester - Spring

BMGT	1327	Principles of Management	3
MRKG	1302	Principles of Retailing	3
MRKG	2312	e-Commerce Marketing OR	
MRKG	2371	Services Marketing	3
MRKG	1391	Special Topics in Business Marketing & Marketing Management	3
MATH	1324	Mathematics for Business & Social Sciences	3
Semester Total			15

SECOND YEAR

First Semester - Fall

MRKG	2348	Marketing Research & Strategies	3
ECON	2302	Principles of Microeconomics	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
XXXX	#3## ¹	General Education Elective	3
ACNT	1303	Introduction to Accounting I OR	
ACCT	2301	Principles of Financial Accounting	3
Semester Total			15

Second Semester - Spring

MRKG	2372	Consumer Behavior	3
MRKG	2333	Principles of Selling	3
MRKG	2349	Advertising & Sales Promotion	3
MRKG	2380	Cooperative Education - Marketing/Marketing Management, General	3
MRKG	2374	Marketing Case Studies (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

MARKETING

Certificate - Level 1

First Semester - Fall			SCH
MRKG	1311	Principles of Marketing	3
IBUS	1354	International Marketing Management OR	
MRKG	1391	Special Topics in Business Marketing & Marketing Management	3
MRKG	2333	Principles of Selling	3
MRKG	2349	Advertising & Sales Promotion	3
Semester Total			12
Second Semester - Spring			
MRKG	2372	Consumer Behavior	3
MRKG	2312	e-Commerce Marketing OR	
MRKG	2371	Services Marketing	3
MRKG	2380	Cooperative Education - Marketing/Marketing Management, General (Capstone)	3
Semester Total			9
Total Minimum Credits for the Level 1 Certificate			21

Workforce Degrees and Certificates

MARKETING - RETAILING

Certificate - Level 1

First Semester - Fall			SCH
HRPO	1311	Human Relations	3
MRKG	1311	Principles of Marketing	3
MRKG	2333	Principles of Selling	3
MRKG	1302	Principles of Retailing	3
Semester Total			12

Second Semester - Spring

MRKG	2372	Consumer Behavior	3
XXXX	#3## ¹	Program Approved Elective	3
XXXX	#3## ¹	Program Approved Elective	3
MRKG	2371	Services Marketing (Capstone)	3
Semester Total			12

Total Minimum Credits for the Level 1 Certificate **24**

¹ Program approved electives: Any BUSG, BMGT, HRPO, IBUS, MRKG, or LMGT course.

Workforce Degrees and Certificates

MARKETING - INNOVATION & ENTERPRISE SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall

			SCH
EDUC	1300	Learning Framework	3
MRKG	1311	Principles of Marketing	3
MRKG	1370	Enterprise Mindset	3
MATH	1332	Contemporary Mathematics	3
ENGL	1301	Composition I	3
Semester Total			15

Second Semester - Spring

MRKG	2372	Consumer Behavior	3
MRKG	2370	Creativity & Innovation	3
MRKG	2333	Principles of Selling	3
BUSG	2370	Legal Issues for Enterprise	3
MRKG	2312	e-Commerce Marketing OR	
MRKG	2371	Services Marketing	3
Semester Total			15

SECOND YEAR

First Semester - Fall

XXXX	#3## ¹	Humanities/Fine Arts Elective	3
ECON	2302	Principles of Microeconomics	3
ACNT	1303	Introduction to Accounting I	3
MRKG	2377	Financial Management/Budgeting for Enterprise Marketing	3
BUSG	1307	Entrepreneurship & Economic Development	3
Semester Total			15

Second Semester - Spring

MRKG	2375	Social Enterprise	3
MRKG	2376	Enterprise Opportunity Analysis	3
BUSG	2309	Small Business Management/Entrepreneurship	3
BUSG	2382	Cooperative Education - Entrepreneurship/Entrepreneurial Studies (Capstone)	3
XXXX	#3## ¹	General Education Elective	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

MARKETING - ENTERPRISE DEVELOPMENT

Certificate - Level 1

First Semester - Fall			SCH
MRKG	1311	Principles of Marketing	3
BUSG	1307	Entrepreneurship & Economic Development	3
MRKG	2370	Creativity & Innovation	3
MRKG	2378	Franchising	3
MRKG	2376	Enterprise Opportunity Analysis (Capstone)	3
Total Minimum Credits for the Level 1 Certificate			15

Workforce Degrees and Certificates

MARKETING - SOCIAL ENTERPRISE

Certificate - Level 1

FIRST YEAR

First Semester - Fall

			SCH
MRKG	1311	Principles of Marketing	3
BUSG	1307	Entrepreneurship & Economic Development	3
IBUS	1370	Economic Geography	3
MRKG	2372	Consumer Behavior	3
		Semester Total	12

Second Semester - Spring

BUSG	2309	Small Business Management/Entrepreneurship	3
IBUS	2370	Global Issues for Enterprise	3
MRKG	2375	Social Enterprise	3
MRKG	2376	Enterprise Opportunity Analysis (Capstone)	3
		Semester Total	12

Total Minimum Credits for the Level 1 Certificate **24**

Workforce Degrees and Certificates

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
LGLA	1303	Legal Research	3
LGLA	1344	Texas Civil Litigation	3
LGLA	2307	Law Office Management	3
ACNT	1303	Introduction to Accounting I	3
Semester Total			15

Second Semester - Spring

LGLA	1305	Legal Writing	3
LGLA	1345	Civil Litigation	3
ENGL	1301	Composition I	3
XXXX	#3## ¹	Paralegal Technology Elective	3
LGLA	1380	Cooperative Education - Legal Assistant/Paralegal	3
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
LGLA	1351	Contracts	3
LGLA	2309	Real Property	3
LGLA	2381	Cooperative Education-Legal Assistant/Paralegal (Capstone)	3
PSYC	2301	General Psychology	3
Semester Total			15

Second Semester - Spring

LGLA	1353	Wills, Trusts & Probate Administration	3
LGLA	2303	Torts & Personal Injury Law	3
XXXX	#3## ¹	Paralegal Technology Elective	3
GOVT	2305	Federal Government OR	
GOVT	2306	Texas Government	3
MATH	1314	College Algebra OR	
XXXX	#3## ²	Math/Natural Science Elective	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ Paralegal technology electives: LGLA 1355, 1370, 2311, 2313, 2315; MDCA 1313; or POFI 1301.

² A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

PARALEGAL TECHNOLOGY - LAW OFFICE CLERK

Certificate - Level 1

FIRST YEAR

First Semester - Fall

			SCH
LGLA	1303	Legal Research	3
ACNT	1303	Introduction to Accounting I	3
LGLA	1344	Texas Civil Litigation	3
Semester Total			9

Second Semester - Spring

LGLA	1345	Civil Litigation	3
LGLA	2307	Law Office Management	3
LGLA	1380	Cooperative Education - Legal Assistant/Paralegal (Capstone)	3
Semester Total			9

Total Minimum Credits for the Level 1 Certificate **18**

Workforce Degrees and Certificates

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - GENERAL

Certificate - Level 1

FIRST YEAR

First Semester - Fall

			SCH
LGLA	1303	Legal Research	3
LGLA	1344	Texas Civil Litigation	3
LGLA	2309	Real Property	3
LGLA	#3## ¹	Paralegal Technology Elective	3
ACNT	1303	Introduction to Accounting I	3
Semester Total			15

Second Semester - Spring

LGLA	1305	Legal Writing	3
LGLA	1345	Civil Litigation	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	2307	Law Office Management	3
LGLA	1380	Cooperative Education-Legal Assistant/Paralegal (Capstone)	3
Semester Total			15

Total Minimum Credits for the Level 1 Certificate **30**

¹ Paralegal technology electives: LGLA 1355, 1370, 2311, 2313, 2315; MDCA 1313; or POFI 1301.

Workforce Degrees and Certificates

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - MEDICAL SPECIALIZATION

Certificate - Level 1

FIRST YEAR

First Semester - Fall

			SCH
LGLA	1303	Legal Research	3
LGLA	1344	Texas Civil Litigation	3
LGLA	#3## ¹	Paralegal Technology Elective	3
LGLA	2309	Real Property	3
MDCA	1313	Essentials of Medical Terminology	3
Semester Total			15

Second Semester - Spring

LGLA	1305	Legal Writing	3
LGLA	1345	Civil Litigation	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	2307	Law Office Management	3
LGLA	1380	Cooperative Education - Legal Assistant/Paralegal (Capstone)	3
Semester Total			15

Total Minimum Credits for the Level 1 Certificate **30**

¹ Paralegal technology electives: LGLA 1355, 1370, 2311, 2313, 2315; MDCA 1313; or POFI 1301.

Workforce Degrees and Certificates

Real Estate

REAL ESTATE

Associate of Applied Science

FIRST YEAR

First Semester - Fall

			SCH
EDUC	1300	Learning Framework	3
RELE	1201	Principles of Real Estate I	2
ENGL	1301	Composition I	3
RELE	2201	Law of Agency	2
RELE	1211	Law of Contracts	2
RELE	1323	Real Estate Computer Application	3
RELE	1325	Real Estate Mathematics	3
Semester Total			18

Second Semester - Spring

RELE	1321	Real Estate Marketing	3
RELE	1238	Principles of Real Estate II	2
RELE	1200	Contract Forms & Addenda	2
RELE	1219	Real Estate Finance OR	
RELE	1324	Loan Origination & Quality Control	2
RELE	1309	Real Estate Law	3
Semester Total			12

SECOND YEAR

First Semester - Fall

			SCH
ECON	2301	Principles of Macroeconomics	3
RELE	1303	Real Estate Appraisal	3
RELE	1307	Real Estate Investments	3
RELE	2331	Real Estate Brokerage	3
RELE	1381	Cooperative Education - Real Estate	3
Semester Total			15

Second Semester - Spring

XXXX	#3## ¹	Social/Behavioral Sciences Elective	3
RELE	1329	Fundamentals of Environmental Issues OR	
RELE	1315	Property Management	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
GEOL	1305	Environmental Science	3
RELE	2381	Cooperative Education - Real Estate (Capstone)	3
Semester Total			15

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

REAL ESTATE - COMPARATIVE MARKET ANALYSIS

Certificate - Level 1

First Semester - Fall

			SCH
RELE	1307	Real Estate Investments	3
RELE	1329	Fundamentals of Environmental Issues	3
RELE	1335	Real Estate Construction	3
RELE	1303	Real Estate Appraisal	3
RELE	#3## ¹	Program Approved Elective	3
		Semester Total	15

Second Semester - Spring

RELE	1381	Cooperative Education - Real Estate (Capstone)	3
		Semester Total	3

Total Minimum Credits for the Level 1 Certificate **18**

¹ Consult with an advisor to select an appropriate RELE elective.

Workforce Degrees and Certificates

REAL ESTATE - COMMERCIAL

Certificate - Level 1

First Semester - Fall

			SCH
RELE	1307	Real Estate Investments	3
RELE	1391	Special Topics in Real Estate	3
RELE	1315	Property Management	3
RELE	1303	Real Estate Appraisal	3
Semester Total			12

Second Semester - Spring

RELE	1381	Cooperative Education - Real Estate (Capstone)	3
RELE	1238	Principles of Real Estate II OR	
RELE	1335	Real Estate Construction	2 - 3
Semester Total			5

Total Minimum Credits for the Level 1 Certificate 17

Workforce Degrees and Certificates

REAL ESTATE - PROPERTY MANAGEMENT

Certificate - Level 1

First Semester - Fall

			SCH
RELE	1335	Real Estate Construction	3
RELE	1315	Property Management	3
RELE	1307	Real Estate Investments	3
RELE	1309	Real Estate Law	3
RELE	1238	Principles of Real Estate II	2
		Semester Total	14

Second Semester - Spring

RELE	1381	Cooperative Education - Real Estate (Capstone)	3
		Semester Total	3

Total Minimum Credits for the Level 1 Certificate 17

Workforce Degrees and Certificates

REAL ESTATE - RESIDENTIAL

Certificate - Level 1

First Semester - Fall

			SCH
RELE	1201	Principles of Real Estate I	2
RELE	1238	Principles of Real Estate II	2
RELE	1211	Law of Contracts	2
RELE	2201	Law of Agency	2
RELE	1200	Contract Forms & Addenda	2
RELE	1219	Real Estate Finance	2
		Semester Total	12

Second Semester - Spring

RELE	1381	Cooperative Education - Real Estate (Capstone)	3
RELE	1191	Special Topics in Real Estate	1
		Semester Total	4

Total Minimum Credits for the Level 1 Certificate **16**

Workforce Degrees and Certificates

REAL ESTATE - MORTGAGE LENDING SPECIALIZATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
RELE	1201	Principles of Real Estate I	2
ENGL	1301	Composition I	3
RELE	1325	Real Estate Mathematics	3
RELE	1324	Loan Origination & Quality Control	3
RELE	1211	Law of Contracts	2
Semester Total			16

Second Semester - Spring

XXXX	#3## ¹	Social/Behavioral Sciences Elective	3
RELE	2201	Law of Agency	2
RELE	1238	Principles of Real Estate II	2
RELE	1303	Real Estate Appraisal	3
RELE	1381	Cooperative Education - Real Estate	3
RELE	2331	Real Estate Brokerage	3
Semester Total			16

SECOND YEAR

First Semester - Fall			SCH
ECON	2301	Principles of Macroeconomics	3
RELE	2307	Real Estate Title & Settlement	3
RELE	1219	Real Estate Finance	2
GEOL	1305	Environmental Science	3
RELE	1371	Loan Processing	3
Semester Total			14

Second Semester - Spring

RELE	1309	Real Estate Law	3
RELE	2311	Fundamentals of Mortgage Lending	3
RELE	1291	Special Topics in Real Estate	2
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
RELE	2381	Cooperative Education - Real Estate (Capstone)	3
Semester Total			14

Total Minimum Credits for the AAS Degree **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

REAL ESTATE - MORTGAGE LENDING PROFESSIONAL

Certificate - Level 1

First Semester - Fall			SCH
RELE	1219	Real Estate Finance	2
RELE	1324	Loan Origination & Quality Control	3
RELE	1371	Loan Processing OR	
RELE	2307	Real Estate Title & Settlement	3
RELE	1303	Real Estate Appraisal	3
RELE	2311	Fundamentals of Mortgage Lending	3
Semester Total			14
Second Semester - Spring			
RELE	1381	Cooperative Education - Real Estate (Capstone)	3
Semester Total			3
Total Minimum Credits for the Level 1 Certificate			17

Workforce Degrees and Certificates

Translation & Interpretation

TRANSLATION & INTERPRETATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
TRAI	1371	Fundamentals of the Theory & Practice of Translation & Interpretation	3
TRAI	1373	Intercultural Communication	3
TRAI	1374	Introduction to General linguistics	3
Semester Total			15

Second Semester - Spring

XXXX	#3## ¹	Humanities/Fine Arts Elective	3
TRAI	1372	Writing, Editing, & Revising for Translation	3
TRAI	1271	Technology for Translation & Interpretation	2
TRAI	1272	Terminology Management & Research	2
POFL	1305	Legal Terminology	3
TRAI	2271	Fundamentals of Specialized Written Translation (Sci-Tech)	2
Semester Total			15

SECOND YEAR

First Semester - Fall			SCH
TRAI	2277	Fundamentals of Specialized Written Translation (Legal)	2
HITT	1305	Medical Terminology I	3
TRAI	2278	Fundamentals of Specialized Written Translation (Medical)	2
TRAI	2375	Localization and Audiovisual Translation	3
XXXX	#3## ¹	General Education Elective	3
XXXX	#3## ¹	Humanities/Fine Arts Elective	3
Semester Total			16

Second Semester - Spring

TRAI	2279	Introduction to Interpreting I (Legal)	2
TRAI	2272	Introduction to Interpreting II (Medical)	2
TRAI	2273	Introduction to Interpreting III (Simultaneous)	2
XXXX	#3## ¹	Math/Natural Science Elective	3
TRAI	2275	Advanced Project in Translation	2
TRAI	2376	Internship - Translation & Interpretation (Capstone)	3
Semester Total			14

Total Minimum Credits for the AAS **60**

¹ A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates

Translation & Interpretation

TRANSLATION & INTERPRETATION

Certificate - Level 2

First Semester - Fall			SCH
EDUC	1300	Learning Framework	3
ENGL	1301	Composition I	3
TRAI	1371	Fundamentals of the Theory & Practice of Translation & Interpretation	3
TRAI	1372	Writing, Editing, & Revising for Translation	3
TRAI	1373	Intercultural Communication	3
Semester Total			15
Second Semester - Spring			
HITT	1305	Medical Terminology I	3
TRAI	1271	Technology for Translation & Interpretation	2
POFL	1305	Legal Terminology	3
TRAI	1272	Terminology Management & Research	2
TRAI	2271	Fundamentals of Specialized Written Translation (Sci-Tech)	2
TRAI	2277	Fundamentals of Specialized Written Translation (Legal)	2
Semester Total			14
Third Semester - Summer			
TRAI	2279	Introduction to Interpreting I (Legal)	2
TRAI	2275	Advanced Project in Translation	2
TRAI	2278	Fundamentals of Specialized Written Translation (Medical)	2
TRAI	2272	Introduction to Interpreting II (Medical)	2
TRAI	2273	Introduction to Interpreting III (Simultaneous)	2
TRAI	2376	Internship - Translation & Interpretation (Capstone)	3
Semester Total			13
Total Minimum Credits for the Level 2 Certificate			42